

## Message Text

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ORIGIN INT-05

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DRAFTED BY INT/DOTA:OESCHUYLER/WYATT:HB

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FM SECSTATE WASHDC

TO HICOMTERPACIS SAIPAN PRIORITY

UNCLAS STATE 302780

E.O. 11652: N/A

TAGS: OGEN, TQ

SUBJECT: MANAGEMENT OF REAL AND PERSONAL PROPERTY

DOTA NO.431-TT

1. THE OFFICE OF MANAGEMENT SERVICES (AMS) IN THE OFFICE OF THE SECRETARY HAS RESPONSIBILITY FOR, AMONG OTHER THINGS, THE DEVELOPMENT OF DEPARTMENT-WIDE POLICIES AND PROCEDURES RELATED TO THE MANAGEMENT OF REAL AND PERSONAL PROPERTY. PART OF ITS PROPERTY MANAGEMENT RESPONSIBILITY INVOLVES THE PROVISION OF TECHNICAL ASSISTANCE TO THE VARIOUS BUREAUS AND OFFICES WITHIN THE DEPARTMENT ON MATTERS RELATED TO THE ACQUISITION, UTILIZATION, ACCOUNTABILITY, AND DISPOSITION OF PROPERTY.

AMS HAS OFFERED TO ASSIST THIS OFFICE AS MAY BE NECESSARY TO ENSURE THAT APPROPRIATE AND EFFECTIVE PROPERTY INVENTORY AND ACCOUNTABILITY CONTROLS ARE MAINTAINED OVER PROPERTY IN THE CUSTODY OF THE TTPI. I HAVE ACCEPTED THE OFFER MADE BY THE AMS. TO FACILITATE THIS EFFORT IT WILL BE NECESSARY THAT AMS HAS FIRSTHAND KNOWLEDGE CONCERNING THE INVENTORY AND ACCOUNTABILITY SITUATION EXISTING IN THE TTPI AT THE PRESENT TIME. ORIN E. SCHUYLER OF THE AMS HAS SCHEDULED A VISIT TO SAIPAN TO REVIEW EXISTING PROPERTY ACCOUNTABILITY PROCEDURES FOR BOTH FEDERAL AND TTPI PROPERTY AND TO ADVISE AND ASSIST US IN THE DEVELOPMENT OR MODIFICATION OF

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SUCH PROCEDURES AS MAY BE NECESSARY TO ENSURE OPERATION OF AN EFFECTIVE PROPERTY INVENTORY AND ACCOUNTABILITY SYSTEM FOR BOTH FEDERAL AND TTPI PROPERTY.

MR. SCHUYLER HAS HAD MANY YEARS OF EXPERIENCE IN THE PROPERTY MANAGEMENT FIELD AT BOTH THE POLICY MAKING AND OPERATIONAL LEVELS WITHIN THE DEPARTMENT AND CAN BE COUNTED ON TO DEVELOP SOUND RECOMMENDATIONS BASED ON AN IMPARTIAL EVALUATION OF THE EXISTING SITUATION IN THE TTPI. MR. SCHUYLER PLANS TO ARRIVE IN SAIPAN ON SUNDAY JANUARY 11 AND WILL REVIEW YOUR PROPERTY INVENTORY AND ACCOUNTABILITY PROCEDURES IN ACCORDANCE WITH THE FOLLOWING SCHEDULE:

SUNDAY

JANUARY 11 --ARRIVE SAIPAN

JANUARY 12,

9:00 AM --MEET WITH HIGH COMMISSIONER AND HIS STAFF FOR BRIEFING ON PURPOSE OF VISIT. OBTAIN COPIES OF PROPERTY INVENTORY AND ACCOUNTABILITY PROCEDURES.

JANUARY 12 TO

19 --REVIEW PERSONAL PROPERTY ACCOUNTABILITY AND ACCOUNTING PROCEDURES WITH RESPONSIBLE OFFICIALS TO INCLUDE THE FOLLOWING FUNCTIONS:

--PROCEDURES FOR DOCUMENTING RECEIPTS OF PROPERTY.

--PROPERTY CLASSIFICATION PROCEDURES.

--MAINTENANCE OF CAPITALIZED NONEXPENDABLE PROPERTY ACCOUNTABILITY RECORDS.

--MAINTENANCE OF CAPITALIZED NONEXPENDABLE PROPERTY RESPONSIBILITY RECORDS.

MARK NONEXPENDABLE PROPERTY TO IDENTIFY UNCLASSIFIED

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IT AS GOVERNMENT-OWNED.

--MAINTENANCE OF STORES ACCOUNT RECORDS, INCLUDING PROCEDURES FOR DOCUMENTING ISSUES OF PROPERTY FROM STOREHOUSE STOCKS.

--PROCEDURES FOR CONDUCTING PERIODIC PHYSICAL INVENTORIES OF BOTH EXPENDABLE AND

--NONEXPENDABLE PROPERTY.

--PROCEDURES FOR EFFECTING PERIODIC RECON-  
CILIATION OF THE FOLLOWING:

(1) THE PHYSICAL INVENTORY OF PROPERTY  
WITH PROPERTY ACCOUNTABILITY RECORDS,  
BOTH STORES AND NONEXPANDABLE PROPERTY  
RECORDS.

(2) THE STORES AND NONEXPENDABLE PROPERTY  
ACCOUNTABILITY RECORDS WITH THE RE-  
LATED GENERAL LEDGER CONTROL ACCOUNTS.

--PROCEDURES FOR EFFECTING ADJUSTMENTS NECE-  
SSARY TO BRING THE PROPERTY ACCOUNTABILITY  
AND RELATED ACCOUNTING RECORDS INTO AGREE-  
MENT ON A PERIODIC BASIS.

--RELIEF FROM PROPERTY ACCOUNTABILITY PRO-  
CEDURES (BOARD OF SURVEY PROCEDURES).

--ACQUISITION OF EXCESS PROPERTY FROM DOD AND  
OTHER FEDERAL AGENCIES.

--DISPOSALS OF EXCESS AND SURPLUS PERSONAL  
PROPERTY (INCLUDING FOREIGN EXCESS, IF  
ANY).

JANUARY 20 --REVIEW OF REAL PROPERTY ACQUISITION,  
UTILIZATION, INVENTORY, ACCOUNTABILITY,  
AND DISPOSAL PROCEDURES.

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JANUARY 21 --REVIEW OF ADMINISTRATION OF P.L. 91-646,  
UNIFORM RELOCATION ASSISTANCE AND REAL  
PROPERTY ACQUISITION POLICIES ACT OF 1970.

JANUARY 22 --CONFERENCE WITH HIGH COMMISSIONER AND  
DIRECTOR, OFFICE OF TERRITORIAL AFFAIRS,  
TO REVIEW FINDINGS.

JANUARY 23 --DEVELOP STRATEGY FOR DEVELOPMENT AND  
IMPLEMENTATION OF PROPERTY MANAGEMENT  
SYSTEM.

IT WILL BE APPRECIATED IF YOU WILL ARRANGE TO HAVE THE  
APPROPRIATE OFFICIALS WITH COPIES OF APPLICABLE PROCED-

URES AVAILABLE TO MEET WITH MR. SCHUYLER IN ACCORDANCE  
WITH THE ABOVE SCHEDULE. YOU SHOULD SPECIFICALLY ARRANGE

FOR MR. QUIGLEY TO MEET WITH MR. SCHUYLER ON SAIPAN  
DURING HIS VISIT THERE. HE SHOULD BRING WITH HIM COPIES  
OF MANUALS, PROCEDURES, REGULATIONS, ETC. UNDER WHICH  
HE OPERATES, AS WELL AS A SAMPLING OF RECORDS MAINTAINED  
IN HIS OFFICE. A TRUST TERRITORY CAR SHOULD BE MADE  
AVAILABLE FOR MR. SCHUYLER'S USE. YOU SHOULD ALSO ARRAN-  
GE FOR THE NECESSARY OFFICE AND CLERICAL SUPPORT  
FOR MR. SCHUYLER. I HAVE ADVISED AMS THAT THE TTPI  
GOVERNMENT WILL PROVIDE THE FUNDS NECESSARY TO COVER  
MR. SCHUYLER'S TRANSPORTATION AND PER DIEM COSTS.  
DOTA SENDS.  
KISSINGER

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**To:** HICOMTERPACIS SAIPAN  
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